



Department of Development Services – West Region  
JOB OPPORTUNITY  
Developmental Services Case Manager

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list or lateral transfer

**Job Title:** Developmental Services Case Manager (Broker) – (70 hrs.)

**Location:** Ella Grasso Center, Stratford – Self Determination  
(Cases both in Stratford and Norwalk)

**Job Posting No:** 097190

**Hours:** 1<sup>st</sup> Shift: Monday – Friday 8:30am – 4:30pm; RDO's Saturday, Sunday.  
Must be flexible to meet agency and consumer needs.

**Salary:** \$2,197.97/bi-weekly

**Closing Date:** December 30, 2013

**Eligibility Requirement:** This is a **competitive position**. Candidates must have applied for and passed the **Developmental Services Case Manager** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** Duties consistent with the Developmental Services Case Manager job classification. Provide Broker/Case Management services/supports for individuals who, with their families, direct their own supports by privately hiring their own staff to provide services based upon the Individual Plan. Proficient in Self Determined principles; strong skills in creative thinking, problem solving, negotiating, communication, budgets, electronic data systems, and organization. Individuals served have a variety of skills and live in the community. Some may be dually diagnosed. In addition, the candidate should have a strong person centered value base; and will be responsible for traditional Case Manager duties, i.e., provides information regarding legal rights, departmental policies and procedures; Convenes, facilitates and writes the annual Individual Plan, initiates guardianship assessments, ensures benefits and entitlements are current, maintains master files and adheres to Targeted Case Management requirements and Home Community Based Services Waiver requirements, and other case management related duties. Perform other duties as related.

**General Experience:** Six (6) years of experience in working with individuals with intellectual disabilities; involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

**Special Experience:** Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation.

**Special Requirements:** Candidates must possess good oral and written communication skills, the ability to establish rapport with families, professionals, and to complete assigned duties. Candidates must possess good computer skills as daily use of a computer is likely (Microsoft and web based programs.) Valid Connecticut driver's license required as travel will be required. When assigned to a caseload of individuals, the majority of who reside in Intermediate Care Facilities or supported under the Home and Community Based Services Waiver, Candidates must be eligible for certification as a Qualified Intellectual Disabilities Professional (QIDP) (formerly QMRP) as required by Federal regulations.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series:** Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Send application materials to:**

**Department of Developmental Services — West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Attn: Belinda Weaver  
Fax: 203-574-8857  
Email: [belinda.weaver@ct.gov](mailto:belinda.weaver@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.